

CLERK OF THE COURT SUPERIOR COURT OF ARIZONA

Michael K. Jeanes
Clerk

MARICOPA COUNTY
201 West Jefferson
Phoenix, Arizona 85003

(602) 506-3676
Fax - (602) 506-7684
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TO: PROCESS SERVER APPLICANTS

FROM: DARLENE PIERSON, PROCESS SERVER COORDINATOR

RE: APPLICATION FOR PROCESS SERVER CERTIFICATION

This packet has been prepared to assist you in renewing your Private Process Server Certification. Included in this packet are:

- Introduction
- Administrative Order 2002-110
- Arizona Code of Judicial Administration; Section 7-204
- Private Process Server Code of Conduct
- Arizona Revised Statute §11-445(H)
- Arizona Rules of Civil Procedures – Rule 4(e)
- Continuing Education Policies
- Process Server Application
- Photograph Requirements
- Suggestions for Avoiding Common Complaints
- Private Process Server Test Dates

Please read these materials in their entirety.

- Complete the application;
- Sign it before a notary public; and
- Submit the completed application form with your:
 - **Nonrefundable fee** in the amount of \$115, made payable to the Clerk of the Superior Court.

You may either mail the application with a check to:

Clerk of the Superior Court
Attn: Private Process Server Certification
201 W. Jefferson
Phoenix, AZ 85003
(make check payable to the Clerk of the Court)

Or you may file the application at:

Window #10 in the Family Court Filing Counter Area in the Central Court Building, 201 W. Jefferson, Phoenix. The application will be accepted and receipted.

Continuing Education Information

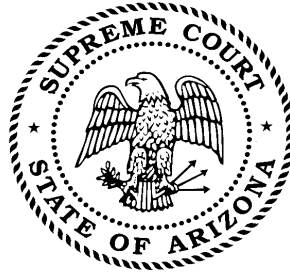
Included in this packet are the Continuing Education Policies. Every process server must complete ten hours of approved continuing education **EACH YEAR** and submit documentation of completion with the application for renewal certification. A Certificate of Attendance form is being provided for your convenience and may be copied. This form should be used to document the completion of each of the continuing education activities. Each year is calculated from the date of issuance of your initial certification. Failure to meet the continuing education requirements, falsification of the continuing education documents, or willful misrepresentation of the continuing education activities and attendance at continuing education activities may result in denial of renewal certification, disciplinary action, or both.

Test Information

You will be contacted by telephone regarding your test date about a week prior to the test date. Walk-ins are not admitted to the test. You must turn in your application first to be scheduled for a test. You are not confirmed for the test until the Clerk's Process Server Coordinator has contacted you and provided the details for the test. There are a limited number of seats for the test and the tests do close when filled. Space for the test is on a first-come, first-served basis.

Please note: You must arrive at the test site BEFORE 9:30 a.m. on your scheduled test date or you will not be admitted. There will be NO exception.

If you have any questions, you may send an email to serverp@cosc.maricopa.gov or call 602-506-1909.



**Arizona Supreme Court
Administrative Office of the Courts
Certification and Licensing Division
1501 West Washington, Suite 104
Phoenix, Arizona 85007-3231**

www.supreme.state.az.us/cld.pps.htm

**Arizona Code of Judicial Administration
Code Section §7-204
Private Process Server**

This information can be made available in an alternative format upon request

PRIVATE PROCESS SERVER PROGRAM

Pursuant to Arizona Revised Statutes §11-445(H) and Rule 4, Arizona Rules of Civil Procedure, individuals granted certification as a private process server are authorized to serve process for any court of the state anywhere within Arizona. The Arizona Supreme Court has adopted the Arizona Code of Judicial Administration, Section §7-204: Private Process Server, providing for the statewide certification of process servers. Pursuant to this code section, the application, certification and discipline of private process servers is administered locally by the Superior Court in each county.

The Administrative Code, Administrative Order, and updates regarding the Program, including a statewide list of certified process servers, are posted to the Arizona judicial department Web Page.

If you have questions regarding the Private Process Server Program:

- , Visit the Private Process Server Web Page at: www.supreme.state.az.us/cld.pps.htm
- , Email the Program at: ProcServ@supreme.state.az.us
- , Contact the Office of the Clerk of the Court in your county of residence
- , Contact the Certification and Licensing Division of the Arizona Supreme Court, Administrative Office of the Courts at 602-364-2378
- , Questions may also be mailed to:

Arizona Supreme Court, Administrative Office of the Courts
Certification and Licensing Division
Private Process Server Program
1501 West Washington, Suite 104
Phoenix, AZ 85007-3231